

CCC CO-SPONSORSHIP GUIDELINES AND PROCESS

The Cornell Concert Commission has established the following guidelines for co-promotions. Please read them carefully and return the attached form to the CCC office. Please do not hesitate to contact us with questions by phone at 255-7231, e-mail at concert@cornell.edu or stop by our office in 518D Willard Straight Hall.

- I) **GUIDELINES:** The following conditions must be met for the Concert Commission to co-sponsor an event:
 - a) **Organization Requirements** – The organization requesting funding from the CCC must be registered with Cornell University’s Student Activity Office.
 - b) **Nature of the Event** – The event must be not-for-profit, focused on a musical performance, and geared towards Cornell University Students. Tickets/Entrance must be available to *all* Cornell students, unless capacity for the venue has been reached. Unless exempted by the Executive Board, the event must take place on the Cornell campus and may not involve alcohol in any capacity. The CCC shall not provide funding for official, registered Cornell student musical groups.
 - c) **Budgets/Funding** – The CCC requires access to a full, detailed, specific budget of the event. Unless the Executive Board votes otherwise, the CCC’s funding will not exceed \$500.
 - d) **Event Promotion** – The event under consideration must be promoted throughout the entire Cornell campus and to the entire Cornell community. All promotional and event-oriented material (programs, flyers, posters, etc.) must include “Funded in part by the Cornell Concert Commission.”
- II) **PROCESS:** The following is the process through which the CCC will consider co-promotions. Please allow ample time for this process.
 - a) Groups must submit necessary materials *at least 3 weeks before the proposed event* to be considered for funding.
 - b) Necessary materials:
 - i) **A complete, detailed budget** for the proposed event outlining all debits and credits. This budget should include all possible sources of income, whether incurred or still in question, and should be as thorough as possible.
 - ii) An outline of the group’s promotional plan. This outline should describe what the group plans to do to ensure that the event reaches the many corners of Cornell’s campus. Sample promotional items should be included if available.
 - iii) Any available finalized budgets for similar events produced by the group in the past.
 - iv) The attached Information sheet.
 - c) A representative from the group wishing to co-sponsor the event must be available to present the details of the event, including the budget and promotional

- plan at the Executive Board meeting on the Monday following submission. Executive Board meetings are held every Monday at 5 p.m., in the Willard Straight Hall Music Room. The Executive Board will vote to allow the presenter to present to the General Body. The presenting group will be contacted immediately with the board's decision.
- d) If approved by the Executive Board, the presenter must then come to the Concert Commission General Body meeting to present the event, budget and promotional plan to the Concert Commission for the final decision. (Note: The presenter who presents to the Executive Board should be present to present to the General Body as well.) General Body meetings are held Thursdays at 5 p.m. in McGraw 165. The group will be contacted following the vote with the General Body decision.
 - e) Within the three weeks after the event, the group must submit a detailed finalized budget to the Concert Commission for review and archives.

III) **ADDITIONAL INFORMATION**

- a) **Any Substantial Change In The Event Must Be Reported To The Executive Board As Soon As Possible.**
- b) The Cornell Concert Commission reserves the right to:
 - i) Reject any offer for a co-promotion
 - ii) Cancel its funding of a show at any time before the event if these guidelines are not met
 - iii) Cancel funding due to violations of the process listed above
 - iv) Cancel funding at anytime on the basis of unreported changes to the event
 - v) Cancel funding at anytime if it feels that the group requesting funding has fraudulently misappropriated CCC funds.
- c) The funding by the CCC will be made in the form of an account transfer after the performance.

Co-Promotion Information Sheet

Name of registered campus organization: _____

Contact: _____ Phone: _____ Email: _____

Name of Proposed Event: _____

Location of Event: _____ Event Date: _____

Capacity: _____ Expected Attendance: _____

Amount requested: _____

Purpose of event: What is the ultimate goal of this event?

Description of event: (Please provide details about the musical aspects of the event)

Why should CCC co-promote this event?

How will this event attempt to encompass the entire Cornell Community?

Has CCC ever co-sponsored an event with your group? If yes, when and how much?

Cornell Concert Commission

Request for Co-Promotion – Terms of Agreement

Date: _____

Group: _____

Event: _____

I, _____, hereby agree that I have read and understand the stated guidelines and information. I hereby agree to the following terms:

X _____

Date _____

CCC _____

Date _____

CCC _____

Date _____